ORDER No. M. 5501-60—P. & S. 74-21-1, DATED 1ST JUNE 1922.

Government observe that in spite of repeated instructions for economising the use of paper and stationery articles, etc., the expenditure thereon has not tended to diminish. Special efforts have therefore to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles reduced to about 50 per cent of the average for the past two years.

2. The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and stationery articles:—

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes;

(iv) Covers received should be cut open and used again, as far as possible, by pasting the cut end with slips;

(v) Heads of Departments are requested to carefully examine the works sent from their departments to the Press, and see that printing work is reduced to a minimum, both as to quantity and cost, and submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have got to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and the Deputy Commissioners of Districts, before 30th June 1922, a list of printing works (showing the number of foolscap pages, cost of paper, and cost of printing in each case) usually done for their departments, to enable them to submit the lists called for above before the due date;

(vi) The Superintendent, Government Printing and Stationery should, on his part, use, wherever possible, thin paper instead of thick, and brown or other paper instead of white to keep down cost.

A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

3. Heads of Departments and Deputy Commissioners of Districts are requested to co-operate in this behalf and issue such subsidiary orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may be sent for the information of Government before 1st July 1922.

C. E. RAMA RAO,
For *General Secretary to Government.*

APPENDIX III.

G. O. No. E 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Envelopes.

Issuing detailed instructions in regard to economising the use of ——

OFFICIAL MEMORANDUM.

ORDER NO. E. 1737-95—P. & S. 74-21-9, DATED 7TH SEPTEMBER 1922.

In continuation of Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1921 and Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated the 6th June 1922, the following revised instructions in respect of the use of envelopes are issued :—

(1) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip.

(2) In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in the Office Memorandum referred to above.

(3) In the case of long envelopes, slips with perforated cages may be pasted over the flaps only one cage, namely, the outermost one on which the address is written, being gummed and utilised each time the cover is sent out.

(4) Wherever practicable, combined letter-envelopes should be brought into use and the use of separate envelopes dispensed with.

(5) The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several officers together with the combined letter-envelopes.

(6) The supply of envelopes to Departments will be reduced by 50 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

B. VENKOBA RAO,
General Secretary to Government.

PUBLIC WORKS SECRETARIAT.

Irrigation Cess Fund Budget.

READ—

Letter No. C. Per A. 12—31-32, dated the 4th July 1932, from the Revenue Commissioner in Mysore, submitting the Budget Estimates for the Irrigation Cess Fund for the year 1932-33 with a memorandum on the subject.

ORDER No. 214-30—S, DATED BANGALORE, 1ST AUGUST 1932.

The estimated receipts for the year 1932-33 are shown below together with those of the previous year 1931-32:—

District	1932-33 as estimated Rs.	1931-32 as estimated Rs.
Bangalore	31,777	27,816
Kolar	47,307	47,307
Tumkur	44,129	46,870
Mysore	75,722	75,029
Hassan	45,407	45,297
Kadur	29,715	27,559
Shimoga	62,000	60,000
Chitaldrug	14,245	14,935
Total ...	3,50,302	3,44,813

The normal receipts in respect of Tumkur and Chitaldrug Districts have been estimated at less than the amounts of the previous year. The reasons therefor should have been explained.

2. Inclusive of Rs. 60,998 the contribution from State Funds for maintenance of river channels which will be allotted from the provision of Rs. one lakh made in the State Budget under " 23 Irrigation works charged to Revenue—4 Repairs," the total estimated receipts on 1st July 1932 will be Rs. 4,11,300. The Revenue Commissioner has taken credit for a sum of Rs. 68,609 as contribution from State Funds towards Establishment and Tools and Plant charges, which it is not possible to allot under the present conditions. Hence it is omitted. The establishment and Tools and Plant charges will be debited to the Irrigation Cess Fund itself as usual.

3. The Revenue Commissioner has proposed a programme of expenditure which amounts to Rs. 4,49,765, against the estimated receipts of Rs. 4,11,300. The Budget